THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. Over the past 3 years for which audited data are available UQ has attracted the highest (2013) or second highest (2012, 2014) amount of research funding of any Australian university.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The Faculty of Humanities and Social Sciences (HaSS) is a large comprehensive Faculty with a broad academic profile and substantial research achievements. The Faculty is based at the St Lucia campus in the iconic Forgan Smith building adjacent to the Great Court of the University. The Executive Dean of the Faculty is Professor Tim Dunne, who continues to be active in his field of international relations alongside his leadership role.

The Faculty comprises seven Schools (Communication & Arts; Education; Historical & Philosophical Inquiry; Languages and Cultures; Music; Political Science & International Studies; Social Science), two research Institutes (Institute for Social Science Research; Institute for Advanced Studies in the Humanities), two museums (Anthropology Museum and the RD Milns Antiquities Museum), and several school-based research centres. It offers a broad range of courses to a large cohort of international and domestic students, with 700 research higher degree students, 1,500 students in postgraduate coursework degrees and 7,900 undergraduates.

There are 320 academic staff across the Faculty. One indicator of their stature is UQ's standing in the learned academies, where we can proudly claim 34 members of the Australian Academy of the Humanities and 43 members of the Academy of Social Sciences in Australia. Teaching in the Faculty is underpinned by substantial research performance and several areas were judged at the highest level (5 ranking) in the most recent Australian research assessment exercise (ERA). These include Communication and Media Studies, Cultural Studies, Literary Studies, Political Science and Education. Rated at above world standard (4 ranking) were Sociology, Film, Television and Digital Media, Performing Arts and Creative Writing, Linguistics, History and Archaeology, and Philosophy and Religious Studies.

These results are reflected in the 2015 Leiden rankings (based on impact, not reputation), where the Faculty of Humanities and Social Sciences ranked 40th in the world, placing us first in Australia and in the Oceania region. They are echoed by both the Times Higher Education and QS rankings, which position the Faculty's performance in the Arts and Humanities and Social Sciences in the Top 70 internationally. In 2013, the Faculty earned just over $14M in research funding.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq.
**DUTY STATEMENT**

**Primary Purpose of Position**

To provide advice and administrative support to the development and management of teaching and learning, academic administration and associated engagement activities within the Faculty.

**Duties**

Duties and responsibilities include, but are not limited to:

- Provide administrative support within the Faculty’s academic administration office to enhance the teaching and learning profile of the Faculty.
- Liaise with, and provide support to staff in Schools, Faculties and other organizational units, and external stakeholders, on specific student and academic matters.
- Assist with planning and organising events including Orientation, seminar/workshop programs for teaching and learning activities and the Faculty tutor training program.
- Provide advice and assistance with updating of Faculty and University publications, web content, and databases including program lists and the course catalogue.
- Provide relevant information and recommendations to decision makers in relation to academic matters in accordance with University rules, policies, procedures and relevant legislation.
- Assist in the development and implementation of standard operating procedures related to academic administration and teaching quality exercises including timetabling, CTQA and academic program review.
- Assist with the marketing and administration of opportunities for undergraduate and postgraduate coursework students including faculty awards, prizes, scholarships and summer internships.
- Provide secretariat support to committees and working groups. Act as secretary to the faculty’s Teaching and Learning Committee and the E-Learning Committee.
- Provide on-site support to school based student administration teams as required.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- the [University’s Code of Conduct](#).
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School.
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#).
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University.
Organisational Relationships

The position reports to the Manager (Academic Programs and Policy).

**SELECTION CRITERIA**

*Essential*

- Completion of an undergraduate degree or an equivalent combination of experience in academic or student administration and/or education/training.
- Excellent written communication skills and effective interpersonal and oral communication skills.
- Well-developed analytical skills (including interpreting complex guidelines and procedures) and excellent attention to detail.
- Demonstrated ability to prioritise tasks and meet deadlines.
- Demonstrated capacity to gain knowledge of higher education policies and procedures in relation to academic administration.
- Proficiency and practical understanding of administrative computer applications, especially with data on corporate systems.
- Integrity, diplomacy and sensitivity in communicating with a wide range of client groups.
- Ability to work cooperatively and constructively with staff from within a variety of settings from within the University and external to the University.

*Desirable*

- Experience in the maintenance of web pages.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.